

**San Luis Obispo County Veteran's Stand Down 2013
Service Provider Guidelines**

Name of Organization:

Point of Contact :

(Please Print Neatly: First and Last Name)

Phone Number:

email:

As a service provider for the Stand Down we ask that you follow our guidelines. Please review and complete this form (including the Service Provider Volunteer Information on the back side) sign, and keep a copy for yourself.

1. Service Providers are volunteers. Your staff and volunteers who attend Stand Down to work your table are **not** eligible for any of the services at Stand Down (with the exception of meals which you may use when Volunteers are called to the food line). **Our services are only for the Veterans and their families who are registered participants.** Please only bring the number of staff needed to perform your service.
2. Service hours in the Veterans Hall are from 9:00am until 3:00 pm with the exception of the clothing distribution and information desk that will be open at 8am. All outside service areas will be open to veterans at 8am. We suggest being at your assigned location 30 minutes prior to opening. Veteran participants will be admitted to the event at 8am to participate in breakfast and other services.
3. Please provide a list of your volunteer staff who will work your assigned agency table **on the reverse side of this form**, listing the times each can be expected to be there. Each volunteer staff will need to sign a **Waiver, Release & Indemnity Agreement** prior to being issued a Providers wrist band. If you are a San Luis Obispo County employee and you are being PAID to work at Stand Down, please **do not sign the Waiver, Release & Indemnity Agreement**. If you must replace a volunteer, please notify the San Luis Obispo County veterans Service office and give the wrist band to the replacement. That person will also have to sign a waiver, release & indemnity Agreement.
4. Minors (under 18) **may not** accompany your volunteers.
5. Service Providers will check in at the **Administration Gate on _____ Street** with a Wristband and be directed to their assigned location. Tables will be clearly marked with agency names and a map of the building and grounds will be available before the date of the event. **Please do not go out into the Stand Down Community to recruit for your services. The veterans will come to you.**
6. You may not sell, solicit, recruit for trials (medical or otherwise) or canvas the Stand Down Community.
7. Please be sure to bring agency brochures for at least 200 people to handout. Optional agency promotional items such as pens/calendars, etc. are encouraged.
8. Bring your own electrical extension cords if you will be needing access to an electrical outlet.
9. Bring your own agency banner/poster to identify the agency you are representing. Simple signs are best. Bring painters tape if you intend to tape anything onto walls, floors or tables. Please no duct tape, nails, tacks, or anything that will cause damage.
10. Don't forget to bring your own office supplies (pens, pencils, paper clips, stapler, clipboards, etc).

Authorized Signature

title

date

SERVICE PROVIDER VOLUNTEER INFORMATION

Please complete the following form. Wrist bands will be mailed to only those listed below. Only those with a wristband will be allowed through the volunteer gate at Stand Down.

Organization

Saturday, May 18th -Service hours 6pm-10p.m.

(Outside vendors only who will be providing services for veterans staying overnight i.e. Showers, Clothing, Meals...)

NAME	EMAIL & AFTER HOURS TELEPHONE/MESSAGE	TIME IN/TIME OUT
		6pm-10pm
		6pm-10pm
		6pm-10pm
		6pm-10pm
		6pm-10pm
		6pm-10pm

**Sunday, May 19th -Service hours 9am-3pm
(All Vendors)**

NAME	EMAIL & AFTER HOURS TELEPHONE/MESSAGE	TIME IN/TIME OUT
		8am-4pm
		8am-4pm
		8am-4pm
		8am-4pm
		8am-4pm
		8am-4pm

After Hours Point of Contact
SLOCO AVSO Outreach Coordinator Travis Rochelle (971)275-4315

WAIVER, RELEASE, AND INDEMNITY AGREEMENT

In exchange for permission to participate in San Luis Obispo County Veteran Stand Down (referred to below as "Activity"), on behalf of myself and my heirs, beneficiaries, executors, administrators, agents, and assigns, I give the following waivers, releases, covenants, warranties, and other consideration to the County of San Luis Obispo and its agents, employees, volunteers, officers, directors, departments, divisions, and agencies (collectively referred to below as "County").

I agree that my participation in the Activity will at all times be as an uncompensated volunteer, not as an employee of the County, and that I will not receive or claim entitlement to any compensation or benefit of employment.

I understand that my participation in the Activity will expose me to risks of harm. I voluntarily assume all risks of harm that may arise directly or indirectly from my participation in the Activity, whether caused by the negligence of the County or otherwise, and whether foreseeable or not, including (but not limited to) any harm in the form of personal injury, illness, death, property damage or loss, and I fully waive, release, and relinquish all rights and claims relating to such harm.

I agree not to commence, maintain, join in, or seek relief through any legal action relating in any way to my participation in the Activity. Should any legal action be brought by any person or entity relating in any way to my participation in the Activity or to this Agreement, I agree to indemnify and hold the County completely harmless with respect to any liability, loss, damage, cost, attorney's fee, or other detriment the County may incur as a result.

I acknowledge that this document contains all terms agreed upon, and that no promise, representation or inducement has been made to me regarding this Agreement or my participation in the Activity, except as expressly set forth in this document. I agree that the terms of this Agreement are severable, and the invalidity of any term shall not affect the validity of any other term.

I have carefully read this entire document, have had ample opportunity to consult with an attorney of my choosing about it, fully understand the meaning and consequences of everything it contains, and fully, willingly, and voluntarily agree.

Name of Volunteer (printed)

Signature of Volunteer

Date signed

No minors are allowed to volunteer for this activity